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Minutes – Approved  
Public Records Board  
June 12, 2017; 1:00pm – 3:30pm  
Legislative Audit Bureau  
22 E. Mifflin St – 4<sup>th</sup> Floor Conference Rm

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Board Members Present: Matt Blessing, Sandra Broady-Rudd, Carl Buesing, Paul Ferguson, Anne Sappenfield, Melissa Schmidt, and Peter Sorce

- 1) **Call To Order:** 1:01 PM.
- 2) **Approval of March 13, 2017 Meeting Minutes:** The Board reviewed the March 13, 2017 draft minutes. Paul Ferguson moved, seconded by Peter Sorce, that the March 13, 2017 minutes be approved as submitted. The motion was approved.

| Member             | Aye | No | Abstain |
|--------------------|-----|----|---------|
| Sandra Broady-Rudd | X   |    |         |
| Carl Buesing       | X   |    |         |
| Paul Ferguson      | X   |    |         |
| Anne Sappenfield   |     |    | X       |
| Melissa Schmidt    | X   |    |         |
| Peter Sorce        | X   |    |         |
| Matt Blessing      | X   |    |         |

- 3) **Comments from Chair:** The Board Chair, Matt Blessing, summarized the Council of State Archivists (CoSA) biennial survey results. CoSA is comprised of members from State Archives in all 50 states and the District of Columbia. Wisconsin is one of 13 states where the archives and records management programs are in separate departments. The survey showed that the primary challenge for all archives is insufficient funding. Wisconsin ranks sixth in percentage of state funds allocated to the archives. Most states, including Wisconsin, have a large disjoint in the number of employees specific to records management overall. The current national average is 1:3158, records: non-records employees. Another national concern is the management of electronic records. The survey showed the amount of electronic records being managed doubled since the previous survey. The survey concluded by asking what each state's ongoing priorities are. The top three were 1) building or expanding electronic records infrastructure, 2) building, restoring, and revising staffing, and 3) space planning and management.

#### 4) Committee Reports

##### a. Records Management Committee:

- i) **Review of Records Retention Disposition Authorizations (RDAs) on Second Quarter 2017 Public Records Board (PRB) Record Series Index:** The Committee Chair, Paul Ferguson, remarked that most of the issues and suggestions made were routine in nature. The Board Chair opened a discussion of the index by Board members. Board members asked a few questions about specific submissions which were discussed and answered.
- ii) **Dept. of Transportation Extension Requests:** The Committee Chair noted the Department of Transportation (DOT) is requesting second extensions of 59 RDAs as indicated on the index. Board members discussed the request and the justification submitted. This is the third such request from DOT. The Board Chair will draft a letter to the DOT Deputy Secretary encouraging them to utilize all of the resources available to them as they continue to work on their sunset RDAs.

Melissa Schmidt moved, seconded by Peter Sorce, that the extension requests on the index be approved as submitted. The motion was approved.

| Member             | Aye | No | Abstain |
|--------------------|-----|----|---------|
| Sandra Broady-Rudd | X   |    |         |
| Carl Buesing       | X   |    |         |
| Paul Ferguson      | X   |    |         |
| Anne Sappenfield   | X   |    |         |
| Melissa Schmidt    | X   |    |         |
| Peter Sorce        | X   |    |         |
| Matt Blessing      | X   |    |         |

Sandra Broady-Rudd moved, seconded by Peter Sorce, that the remaining submissions on the second quarter 2017 PRB Record Series Index be approved as submitted. The motion was approved.

| Member             | Aye | No | Abstain |
|--------------------|-----|----|---------|
| Sandra Broady-Rudd | X   |    |         |
| Carl Buesing       | X   |    |         |
| Paul Ferguson      | X   |    |         |
| Anne Sappenfield   | X   |    |         |
| Melissa Schmidt    | X   |    |         |
| Peter Sorce        | X   |    |         |
| Matt Blessing      | X   |    |         |

- b. **Operations and Training Advisory Committee:** The Committee Chair, Sandra Broady-Rudd, noted that the committee met via a teleconference since the last Board meeting. They discussed the upcoming Records Management conference which will be overviewed later in the agenda. The committee also decided to change their standard meeting dates to be a week prior to the RMC meetings to allow for more preparation time for any materials they would like to present at Board meetings.

## 5) Other Business

- a. **State and Local Government Records Management Conference:** The Board Executive Secretary, Linda Barth, gave an update on the conference planning. There will be two tracks, basic records management and electronic records management, which participants can choose from. She overviewed all of the audiences and outlets which the planning committee has reached out to including state agencies, local unit of government associations, and tribal representatives. The Secretary explained the procedures and process that will need to be followed to correctly notice the conference since many of the Board members will be attending and participating.
- b. **Legislative Audit Bureau (LAB) Perspective as RMC Member:** Anne Sappenfield overviewed what she looks for when reviewing RDAs as a member of the RMC. When the LAB completes an audit they are typically looking to see if financial statements are accurate, IT controls are appropriate, how effective the program is at meeting its objectives, and the programs administrative efficiency in providing services to whomever they serve. She reviews RDAs with all of those items in mind and ensures the appropriate records will be available for audit purposes, typically at least five years. Additionally, she shares in the shared responsibility of reviewing RDAs for general clarity and correctness as all the RMC members do.

Meeting Adjourned at 2:15 PM.

Next scheduled meeting: August 28, 2017.